



OFFICE MANAGER

Most Blessed Sacrament (MBS) Catholic School located in Berlin, Maryland is seeking a qualified individual to fill the position of Office Manager. This position will be responsible for performing administrative activities that support the mission of the school while executing the needs of the students, parents, faculty, and community.

POSITION SUMMARY

The ideal candidate must have a passion for Catholic education and uphold the school's mission of fostering a faith filled, Christ centered, environment. He/She will have exceptional communication skills and the ability to interact comfortably with a variety of people while processing confidential information in a timely manner. In addition, they are responsible for the smooth and efficient operation of the front office and the school. The Office Manager should be a team player who has a warm collaborative nature, positive energy, possess superior organization and prioritization skills and is self-motivated in the completion of their work. This is a full time, year around, position.

PRIMARY ROLE AND RESPONSIBILITIES

- Provide administrative support to the principal and school staff including formation of documents, newsletters, handbooks, meetings, calendars, deliveries and other correspondents.
- Maintain current and accurate school records for the facilities as well as the families and students.
- Act as liaison for the Principal for the Advisory Board and for the eight sponsoring Parishes.
- Greet, welcome, and assist staff, students, parents, and community members at the school. Answer phones, provide relevant information, and direct callers.
- Monitor building visitors, sign in procedures, and building activities.
- Responsible for updating parent contacts.
- Assist and monitor all volunteer and employee background checks.
- Prepare substitute list and coordinate substitutes daily in conjunction with Principal.
- Collaborate with the office team to identify and execute improvements to current programs and systems.

Qualifications

- B.A., B.S. or experience in related field.
- Two to three years of administrative experience.
- Proficient with Microsoft Office applications.
- Knowledge of PowerSchool, FACTS and Constant Contact a plus.
- Must have an enthusiastic commitment to the mission and ministry of Catholic schools.
- Excellent team leadership, interpersonal, and organizational skills.
- Ability to work in a fast-paced environment.

Interested individuals should send a cover letter and resume to:

tstillman@mbscs.org or

Most Blessed Sacrament Catholic School
Attn: Trinette Stillman, Principal
11242 Racetrack Road
Berlin, MD 21811